

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2502**

2 FEBRUARY 1998

Personnel

**USAF BAND OF THE ROCKIES PROMOTION
AND ADMINISTRATIVE DEMOTION OF
AIRMEN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI36-2502 and AFI36-2503. It prescribes the authority, objectives, eligibility requirements, and procedures for promotion of the USAF Band of the Rockies members, and establishes the Air Force Band of the Rockies Promotion Board and Promotion Propriety Review Board. This instruction replaces information previously found in USAFAR39-1, 11 Dec 87, which will no longer be used for AFSPC guidance. It applies to all enlisted military Air Force Band of the Rockies members in CAFSC and DAFSC 3N2X1. Do not supplement this instruction. It does not apply to Air National Guard nor AF Reserve units.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. References:

- 1.1. AFI36-2502, Airman Promotion Program.
- 1.2. AFI36-2503, Administrative Demotion of Airmen.

2. General. The United States Air Force Band of the Rockies is a unique organization which must compete with the other services' principal bands and the civilian sector in recruiting fully-qualified professional musicians. In recognition of this need, special promotion authority has been granted because:

- 2.1. Recruiting. Recruiting fully-qualified professional musicians saves training costs and time.
 - 2.1.1. Other workable alternatives for financial incentives are not available.
 - 2.1.2. The other services provide similar promotion authority for their principle bands.

2.2. Promotion Authority. The Commander, Air Force Space Command, has been granted authority to promote fully-qualified performing musicians and audio visual recording and reinforcement engineers in the Air Force Band of the Rockies. This promotion authority is delegated as follows: HQ AFSPC/DP is the promotion authority for Amn through TSgt. HQ AFSPC/CC is the promotion authority for MSgt, SMSgt and CMSgt. This latter authority may be delegated to the HQ AFSPC/CV or Director of Staff and may not be further delegated.

2.3. Promotion Objective. Promotions are made to allow the Air Force Band of the Rockies to fill its manning requirements. In accomplishing this goal, all assigned members who have shown potential for increased responsibility and meet the minimum requirements will be considered for promotion whenever manning permits. Vacancy determinations and the order of promotion are based on the following rules:

2.3.1. Promotion to Airman (Amn), Airman First Class (A1C), Senior Airman (SrA), Staff Sergeant (SSgt), and Technical Sergeant (TSgt) are made to fill vacancies or a vacancy that is projected to exist within 6 months from the date the member is gained. Promotions may be made more than one grade at a time.

2.3.2. Promotion to Master Sergeant (MSgt), Senior Master Sergeant (SMSgt) and Chief Master Sergeant (CMSgt), may only be made one grade at a time. The number of promotions to each of these grades must not exceed the number of actual vacancies in each grade. However, a member may be promoted to a fully manned grade if a vacancy exists in a higher grade. In this case, other promotions based on the same higher grade vacancy are prohibited until the lower grade surplus is eliminated.

2.4. Requirements. To be eligible for promotion under this authority, members must possess Control and Duty AFSC 3N2X1. Band members must be recommended for promotion by the Commander, Air Force Band of the Rockies. Members may be considered and selected for promotion prior to completion of Professional Military Education (PME) requirements below, but they may not assume the higher grade until the PME requirement is fulfilled. Specific requirements for each are:

2.4.1. Promotion to Amn, A1C, SrA, and SSgt. No Time-in-Grade (TIG) or Time-in-Service (TIS) requirements.

2.4.2. Promotion to TSgt. No TIG or TIS requirements. Must be a 7-skill level to sew-on. **NOTE:** Primary Air Force Specialty Code (PAFSC) skill level waivers are authorized per AFI36-2502.

2.4.3. Promotion to MSgt. No TIG or TIS requirements. Must attend two sanctioned symposiums or workshops and must be a graduate of a resident NCO Academy prior to sew-on.

2.4.4. Promotion to SMSgt. No TIG requirement. Must have a minimum of 8 years cumulative Total Enlisted Military Service (TEMS). **NOTE:** Service as a commissioned, warrant, or flight officer does not count for this requirement (38 Comptroller General 598).

2.4.5. Promotion to CMSgt. No TIG requirement. Must have a minimum of 10 years cumulative TEMS. (See note in paragraph 2.4.4.). Must be a graduate of the resident USAF Senior NCO Academy prior to sew-on.

3. Procedures:

3.1. Eligibility/Ineligibility Listing. The servicing Military Personnel Flight (MPF) furnishes a promotion eligibility/ineligibility listing 1 month prior to the board date. The listing includes all band members and contains the pertinent information to confirm eligibility/ineligibility. The ineligibility listing reflects the reason the member is not eligible to be considered for promotion. The Commander, Air Force Band of the Rockies, notifies all ineligibles. The eligibles receive a report on individual personnel (RIP) to confirm data used for promotion consideration. Eligible members have 15 calendar days to review and correct eligibility/ineligibility data.

3.2. Commander Recommendation. The band commander reviews the eligibility listing, the commander's enlisted management roster, the personnel information files, and data contained in unfavorable information files (if applicable) in reaching a final decision. The commander may also request input from each member's supervisor prior to making a final decision.

3.3. Date of Rank (DOR). An individual's DOR upon promotion equals their effective date of promotion.

3.4. Promotion to Amn through TSgt. Requires only the recommendation of the band commander and the approval of HQ AFSPC/DP.

3.4.1. Promotions to Amn through SSgt are effective the day HQ AFSPC/DP approves the band commander's recommendation.

3.4.2. Promotions to TSgt are effective the date of arrival on station for duty with the Air Force Band of the Rockies. If a member is already on station serving in a lower grade, the promotion to TSgt is effective the day HQ AFSPC/DP approves the band commander's recommendation.

3.4.3. Following HQ AFSPC/DP approval, each member completes the statement of understanding prescribed by paragraph 4. Once the selectees sign the statements, the servicing MPF publishes the promotion orders.

3.5. Promotion to MSgt through CMSgt. A promotion board will be convened to consider members recommended for promotion. Members do not appear before the board.

3.5.1. The board consist of the HQ AFSPC/CV or designated general officer, the band commander and deputy commander, two band members in the grade of CMSgt, and a representative of the HQ AFSPC/DP staff. **NOTE:** If two CMSgts from the band are not available, the board president designates one or two CMSgts from HQ AFSPC, as appropriate.

3.5.2. Board members review the Field Personnel Records of each person being considered for promotion.

3.5.3. Board members discuss and evaluate each eligible's musical performance, ability, potential for more responsibility, and overall value to the band, AFSPC, and the Air Force, and based on these factors establish a priority list.

3.5.4. Following approval of the board's recommendations by the promotion authority, each member selected for promotion signs the statement of understanding prescribed by paragraph 4. Once the selectees sign the statements, the servicing MPF publishes promotion orders.

3.5.5. Promotions to MSgt through CMSgt are effective the first day of the month following approval or whenever an actual vacancy exists, the date of a required skill level upgrade or approval of a PAFSC skill level waiver, or the date mandatory PME or TEMS requirements are satisfied, whichever is later.

4. Statement of Understanding:

4.1. Members of the Air Force Band of the Rockies are promoted under this policy solely in return for their performance of duties in that band. The Air Force is under no obligation to permanently sanction their promotion if they no longer meet the performance standards of the Air Force Band of the Rockies or no longer desire to perform with the Air Force Band of the Rockies.

4.2. Members selected for promotion are required to sign the statement of understanding ([Attachment 1](#)) before the promotion effective date. The statement is permanently filed in the member's Field Personnel Records. Failure to sign the statement will preclude promotion to the grade for which selected. Those declining to accept a promotion must sign a declination statement ([Attachment 2](#)).

5. Promotion Propriety Review Board Procedures:

5.1. The Commander, Air Force Band of the Rockies, along with representatives of the HQ AFSPC/DP, comprises the Promotion Propriety Review Board and reviews the grade, promotion history, and career potential of members being reassigned from AFSC 3N2X1. HQ AFSPC/DP sends the board's recommendation for maintaining current grade and date of rank, administrative demotion, or date of rank adjustment to SAF/PAC no later than 90 days prior to the member's departure for the next duty station. SAF/PAC coordinates on the review board's recommendation and forwards to HQ USAF/DPXOP for final action. The demotion authority and procedures are specified in AFI36-2503.

5.2. Outgoing members will not retain any grade for which they do not meet the minimum Air Force time-in-service requirements outlined in AFI36-2502.

5.3. Each promotion propriety review is based on the "whole person". Members having the requisite time-in-service and time-in-grade may be administratively demoted if it is determined the individual cannot perform in the new AFSC at a level commensurate with the grade held.

5.4. Outgoing members identified for demotion are demoted to the average grade held by other airmen with similar time-in-service in the new AFSC, but not below an enlisted grade previously earned under normal promotion programs. HQ AFSPC/DP may recommend that the date of rank be adjusted for outgoing members who, based on the Weighted Airman Promotion System (WAPS), have an unfair advantage over their peers who compete for promotion under WAPS (that is TIG, TIS, decorations). HQ USAF/DPXOP makes the final determination.

5.5. The date of rank for the grade to which demoted is either the average date of rank held by other airmen in that grade in the new AFSC or the date of rank actually held if previously promoted to the grade under normal promotion programs, whichever provides the most seniority.

5.6. Upon notification of the member's demotion and/or new date of rank from HQ USAF/DPXOP, HQ AFSPC/DP notifies the band commander. The commander immediately notifies the individual in writing ([Attachment 3](#)), of the demotion and/or new date of rank. After the individual acknowledges receipt of the letter, the band commander forwards the letter to the servicing MPF for inclusion in the member's Field Personnel Records.

5.7. If demoted, the effective date of the new rank is the day following the member's last duty day as a member of the Air Force Band of the Rockies.

5.8. The Commander, Air Force Band of the Rockies, notifies the servicing MPF, HQ AFSPC/DP, HQ USAF/DPXOP and SAF/PAC of the member's departure date.

5.9. The servicing MPF publishes demotion/DOR adjustment orders and notifies HQ AFPC/DPP-PWM and HQ AFSPC/DP of the date the demotion/DOR adjustment is effective.

BOBBIE S. GERVAIS, Colonel, USAF
Director of Personnel

Attachment 1

STATEMENT OF UNDERSTANDING FOR SPECIAL PROMOTION POLICY

A1.1. When submitting this attachment, use Figure A1.1.

Figure A1.1. Statement of Understanding for Special Promotion Policy.

1. Because my promotion to the grade of _____, under special Air Force promotion policy for airmen in CAFSC 3N2X1, is based on my service as a performing musician (instrumentalist or vocalist) or visual recording and reinforcement engineer with the USAF Band of the Rockies, I understand that if I no longer meet the performance standards of the USAF Band of the Rockies, or if I voluntarily request transfer from AFSC 3N2X1, I will be considered for administrative demotion and/or date of rank adjustment.
2. If demoted, I may be demoted to the average grade held by other airmen with similar time-in-service in the new AFSC, but not below an enlisted grade previously earned under normal promotion programs. If demoted, my date of rank in the new grade to which demoted will be either the average date of rank held by other airmen in the new AFSC or the date of rank previously awarded for the grade under normal promotion programs, whichever provides the most seniority.
3. I understand that I will not be permitted to retain any grade for which I do not meet the minimum Air Force time-in-service (TIS) requirements for consideration under normal promotion programs. The TIS requirements (contained in AFI36-2502, Airman Promotion Program) are Total Active Federal Military Service of 1 year for SrA, 3 years for SSgt, 5 years for TSgt, 8 years for MSgt, 11 years for SMSgt, and 14 years for CMSgt.

SIGNATURE: _____ DATE: _____

TYPED NAME/GRADE: _____

Attachment 2

STATEMENT OF PROMOTION DECLINATION

A2.1. When submitting this attachment, use Figure A2.1.

Figure A2.1. Statement of Promotion Declination.

I have been informed that I have been selected for promotion to the grade of _____.
I hereby decline the promotion. I understand that my name is removed from the selection list.

SELECTEE: _____
(Typed name and grade)

DATE: _____ SIGNATURE: _____

WITNESS: _____
(Typed name and grade)

DATE: _____ SIGNATURE: _____

COMMENTS OF MPF CHIEF OR DESIGNEE WHEN MEMBER REFUSES TO SIGN:

(TO BE COMPLETED NO LATER THAN 10 WORKDAYS AFTER SELECTION CONFIRMATION)

Attachment 3

LETTER OF NOTIFICATION FOR GRADE PROPRIETY REVIEW

A3.1. When submitting this attachment, use Figure A3.1.

Figure A3.1. Letter of Notification for Grade Propriety Review.

<p>MEMORANDUM FOR HQ AFSPC/BA (Individual's Grade and Name)</p> <p>FROM: HQ AFSPC/BA</p> <p>SUBJECT: Results of Grade Propriety Review</p> <p>1. Per HQ AFSPCI36-250201, a Grade Propriety Review Board was conducted on (date) to consider your grade status as you enter the (AFSC) career field. The final determination was made by HQ USAF/DPXOP. As indicated in the accompanying letter, you are administratively demoted to (grade), with date of rank (date), effective the day after the date you depart the USAF Band of the Rockies. If not demoted, your date of rank is adjusted to (date).</p> <p>2. This demotion/date of rank adjustment is not the result of any punitive action, but is effected to ensure that you will not have an unfair advantage over your peers in your new career field who compete for promotion under the Weighted Airman Promotion System (WAPS).</p> <p style="text-align: right;">SIGNATURE BLOCK</p> <p>Attachment: HQ USAF/DPXOP letter dated (date)</p> <p>1st Ind, HQ AFSPC/BA (Individual's Grade and Name)</p> <p>TO: HQ AFSPC/BA HQ AFSPC/DP IN TURN</p> <p>Receipt acknowledged.</p> <p>MEMBER'S SIGNATURE (Typed Grade and Name)</p>
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